## Section 14.4  PARAMS MENU
###              Personnel Data
###              Data Collection Approver

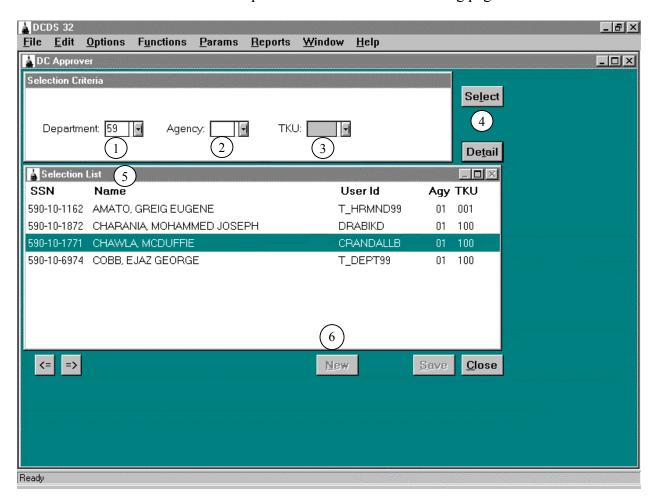| | |
|---|---|
| Purpose | This section provides the procedures for a user to add or delete employees from an approver's list. |
| Window Name | Data Collection Approver |
| Reminders | **1.** The Data Collection Approver window is accessed through the Params, Personnel Data, D - Data Collection Approver items on the menu bar. |
| | **2.** Agencies using the on-line approval process are required to define an approver for the approving of an employee's time and/or Leave/OT Requests, if applicable. |
| | **3.** The Data Collection Approver window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is Department. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Available Employees and Selected Employees windows. If the New button was clicked, a Detail Data window is displayed to identify the department, agency and TKU of the employees to be approved, the OK button is clicked and the Available Employees and Selected Employees windows are displayed. The user then selects the employees to be approved. |
| | **4.** Once the Available Employees and Selected Employees windows are displayed, a user may add or delete employees to an approver's list for the selected TKU. |
| References | *No specific references* |

## Data Collection Approver

The following window is displayed when <u>P</u>arams, <u>P</u>ersonnel Data, <u>D</u> - Data Collection Approver is selected from the Menu bar.  The steps are described on the following page.

## DCDS Input Procedures
## Data Collection Approver (Selection Criteria)

Follow the steps below to enter selection criteria.

| Step | Field Name | Action |
|------|------------|--------|
| 1 | Dept* | Select the appropriate department number from the dropdown list or enter the department number.  The first department the user has access to is the default.<br><br>**Note:**  When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list. |
| 2 | Agency | Select the appropriate agency number from the dropdown list or enter the agency number.  The first agency the user has access to is the default.  An agency must be selected in order to select a TKU.<br><br>**Note:**  When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list. |
| 3 | TKU | Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. |
| 4 | Select Button | Click on the Select button located at the top of the window (or press Alt + L).  The selected criteria will be displayed in the Selection List window. |
| 5 | Selection List | Highlight the approver to be updated and click on the Detail button.  The Available Employees and Selected Employees windows will then be displayed. |
| 6 | New Button | Click on the New button, if adding an employee to an approver. |

*\*indicates a required field that must be entered.*

## Data Collection Approver (Selection List)

The following information is displayed:

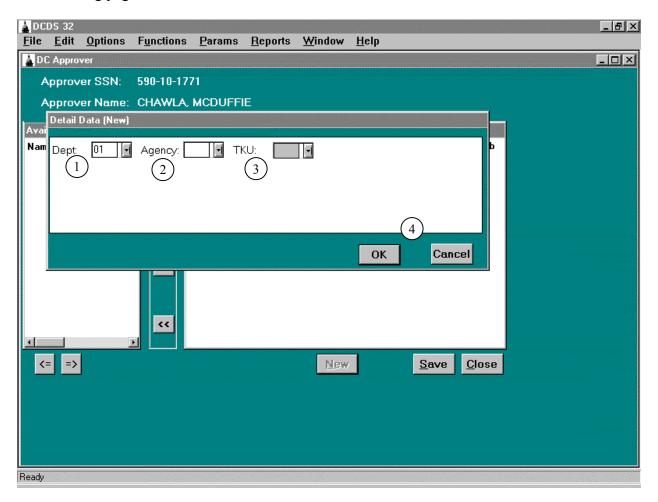| Field Name | Description |
|---|---|
| SSN | The approver's Social Security Number. |
| Name | The approver's name. |
| User ID | The approver's User ID. |
| Agy | The approver's agency number. |
| TKU | The approver's Timekeeping Unit (TKU) number. |

## Data Collection Approver

The following window is displayed when the **New** button is selected. The steps are described on the following page.

**DCDS Input Procedures**
**Data Collection Approver**
**Detail Data Window**

Follow the steps below to add a new employee to an approver.

| Step | Field Name | Action |
|------|-----------|--------|
| 1 | Department* | Select the appropriate department number from the dropdown list or enter the department number. |
| 2 | Agency | Select the appropriate agency number from the dropdown list or enter the agency number. |
| 3 | TKU | Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. |
| 4 | OK Button or Cancel | Click on the OK button.  This displays the Available Employees and Selected Employees windows allowing the user to add employees to the approver's list from the selected TKU.  Click on the Cancel button to cancel the window. |

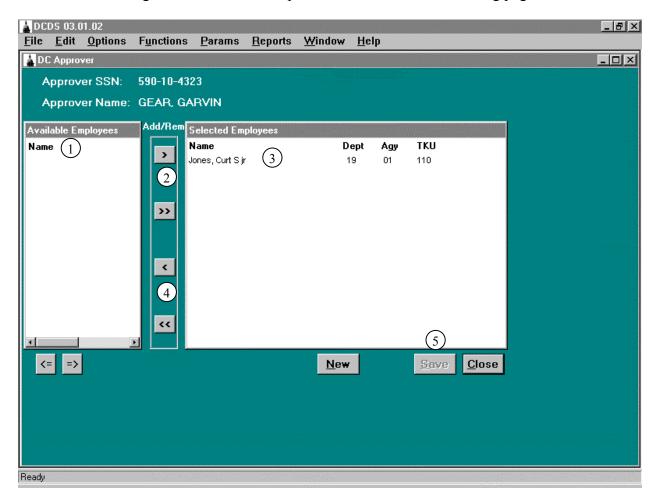*\*indicates a required field that must be entered*

## Data Collection Approver

The following window is displayed when the **Detail** button is selected or when the **OK** button is clicked when adding a new TKU.  The steps are described on the following page.

**DCDS Input Procedures**
**Add/Delete Employees**
**Available Employees and Selected Employees Windows**

Follow the steps below to add/delete employees from an approver.

| Step | Field Name | Action |
|------|-----------|--------|
| 1 | Available Employees | Highlight the employee(s) to be added to the approver.<br><br>**Note:** When one row is double clicked, the highlighted employee(s) will be moved to the Selected Employees window. |
| 2 | > Button | Click on the > button located between the Available Employees window and the Selected Employees window. This moves the highlighted employee(s) to the Available Employees window. Use the >> button if all employees are to be added to the approver. |
| 3 | Selected Employees | Highlight the employees(s) to be deleted from the approver.<br><br>**Note:** When one row is double clicked, the highlighted employee(s) will be removed from the Selected Employees window and placed back on the Available Employees window. |
| 4 | < Button | Click on the < button located between the Available Employees window and the Selected Employees window. This removes the employee(s) from the list of employees to be approved. If all employees are to be removed, use the << button. This button moves all the employees listed in the Selected Employees window back to the Available Employees window. |
| 5 | Save Button | Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or deletions. |

*\*indicates a required field that must be entered*